

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

(Plaintiff)

PLAINTIFF,

Vs

(Defendant)

DEFENDANT,)

Case No. _____

STATEMENT OF COSTS AND
DISBURSEMENTS

I, _____, submit this statement for costs and
disbursements:

COSTS AND DISBURSEMENTS:

Statutory fee (N.D.C.C. § 28-26-02)	\$ _____
Filing fee	\$ _____
Service costs	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ _____

STATE OF NORTH DAKOTA)
) ss.
County of _____)

_____, being first duly sworn, on oath deposes and says that he/she (*choose one*) is the Plaintiff/Defendant (*choose one*) in the above-entitled action. The foregoing items of costs and disbursements are true and correct and have been or will necessarily be incurred by or on my behalf in said action.

Dated _____, 20____.

By: _____
(Signature)

SWORN to and subscribed before me, this the ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

TAXATION OF COSTS

The above statement of costs is hereby taxed and allowed in the sum of \$ _____,
this _____ day of _____, 20_____.

By: _____
Clerk of District Court

INSTRUCTIONS FOR STATEMENT OF COSTS AND DISBURSEMENTS FORM CIVIL ACTION

ND Legal Self Help Center Staff and Court employees cannot help you fill out forms. If you are unsure how to proceed, you should consult a lawyer.

There is no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. Use at your own risk.

Do not include these instruction sheets when you serve or file the completed form.

THE [GUIDE TO A CIVIL ACTION](#) on the ND Legal Self Help Center website has additional information and resources about court processes in North Dakota civil actions.

A party awarded costs and disbursements must submit a detailed, verified statement of the costs and disbursements to the Clerk of Court. Upon receipt of the Order for Judgment granting costs and disbursements, the clerk will allow those costs and disbursements.

If the party awarded costs and disbursements also prepares the judgment, the party inserts the costs and disbursements into the judgment. If the clerk prepares the judgment, the clerk inserts the costs and disbursements into the judgment.

Carefully Review the Following Laws and Rules:

[North Dakota Century Code Chapter 28-26](#): Costs and Disbursements

[Rule 54 of the North Dakota Rules of Civil Procedure](#): Judgment; Costs

[Rule 68 of the North Dakota Rules of Civil Procedure](#): Offer of Settlement or Confession of Judgment; Tender

If you were awarded attorney's fees, DO NOT include attorney's fees with this statement of costs and disbursements.

Top of Form (Caption): Fill in the caption exactly as it appears in the summons.

First Sentence: Fill in the name of the party filling out the Statement of Costs and Disbursements.

Statutory fee: Go to Section 28-26-02 of Chapter 28-26 (listed above) to determine the amount of the statutory fee. Fill in the amount of the fee.

Filing fee: Fill in the amount of the filing fee. If you paid more than one filing fee, use the blank lines below to list the description of each filing fee and the corresponding amount.

Service costs: Fill in the amount of the service costs. If you paid more than one service fee, use the blank lines below to list the description of each service fee and the corresponding amount.

Other costs and disbursements: Go to Chapter 28-26 (listed above) to determine if you have other costs and disbursements you can list. Cross out all unused lines.

Date, Signature and Notarization: Sign and Date the Affidavit in the Presence of a Notary Public or Clerk of Court.

- Fill in the date you sign this document.
- Sign the signature line.
- The notary public or clerk of court will witness the signature and fill out and sign the Notary Public lines.

File the following with the Clerk of Court:

- The original, completed *Statement of Costs and Disbursements* form.

Make at least two copies of the completed Statement of Costs and Disbursements. Keep one copy for your records. You will serve the other copy or copies on the other party or parties when you serve the Notice of Entry of Judgment.

Serve the following on the other party:

- A copy of the completed *Statement of Costs and Disbursements* form;
- A copy of the completed *Notice of Entry of Judgment* form; and
- A copy of the Judgment signed and dated by the Clerk of Court.

Do not include these instruction sheets when you serve or file the completed form.